

JALPA VADGAMA

CONTACT

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Address

Morbi, Gujarat

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EDUCATION

MCA

SMT. R.O. PATEL WOMEN'S
MCA COLLEGE (GTU)

Academic Project

Student Project Scheduling and
Reporting System

CGPA: 8.19

Aug 2014 – May 2017

B Com.

SMT. J.A. PATEL MAHILA
COLLEGE (SAU)

CGPA: 7.82

Jun 2011 – Mar 2014

KEY SKILLS

- Computer Proficiency
- Team Work Skills
- Problem-solving Abilities
- Computer Software Knowledge
- Good Communication Skills

To work with an organization where can learn new skills and increase my abilities for the organizational goals as well as myself.

EXPERIENCE

Data Entry Operator

Jan 2021 – Feb 2022

BRC Bhavan

- Scanned and stored files and records electronically to reduce paper files and secure data
- Analysed and processed current data records to provide detailed reports
- Created reports and audited charts to maintain concise records
- Adjusted settings for format, page layout and line spacing

Technical Support Personnel

Sep 2017 – Jan 2018

**IL&FS Education & Technology
Services Limited**

- Delivered remote assistance for technical issues using screen sharing, mouse and keyboard control and other tools
- Troubleshoot hardware issues and worked with service providers to facilitate repairs for end users
- Reviewed support cases for technical and troubleshooting accuracy and identified needed process improvements

TECHNICAL PROFICIENCY

- Languages : HTML5, CSS3, C, C++, JavaScript, React
- Frameworks : Bootstrap, jQuery
- Databases : MySQL
- Web Technologies : JSP
- MS Office

LANGUAGES

- Gujarati
- Hindi
- English